

Quick Reference Guide | King County Dependency CASA report templates

You'll want this **Quick Reference Guide** handy and green user-tips turned on when drafting new reports (see the **Quick Start Guide** for details).

Tip no. Info element	User tips, guidelines and, response options
Initial section: Most information for this section is in the previous court order setting this hearing or in the filing party's Note for Motion Hearing	
[1] DSHS office	Select from dropdown list for the DSHS office location assigned the case. Found in the New Case Assignment form, proposed orders or from the social worker directly.
[2] CASA file no.	5-digit CASA Program file number for this specific case, found on New Assignment form.
[3] Hearing details	Select courthouse location from the dropdown list. Enter the name of the commissioner/judge's or the courtroom number, and the scheduled date and time of the hearing.
[4] Report/hearing type	Select from the dropdown choices.
[5] More-hearing type	Optional field; use if hearing type needs expanding (i.e., Review hearing "for mother only")
Child section: Most information for this section is in the 72-hour or subsequent Shelter Care orders, Order of Dependency or last Review order	
[10] Paternity	Paternity choices and definitions are: Established: Established by court order, official birth certificate or filed affidavit of paternity, DSHS currently terms "adjudicated". Unclear: Suspected but not legally established. Applies if single or multiple paternal names are provided/suspected but not legally established, despite the child and father looking similar. Unknown: No possible paternal names have been provided or identified. Other: For "other" situations such as a deceased father.
[11] Child and parents' names, and status of dependency	Enter child and parents' names, and each parent's status regarding establishment of dependency. Response options are: Was established on [with date established] (i.e., date of dependency order) Has not been established as of [your report date]. May also be found in DSHS discovery leading up to potential Dependency Fact Finding (trial). If a parent is incarcerated , see [22].
[12] Is child Native American? ICWA apply?	If the court finds that the child is Native American and that ICWA applies, if you are unfamiliar with local or federal ICWA laws, and/or if a termination petition has been filed and the recognized tribe opposes termination, contact your CASA Supervisor.
[13] Placement	For privacy's sake, no non-relative names please. Response options are: Mother Both parents Foster care Group home Father Relative care Suitable adult care Other: <i>with explanation provided</i>
[14] Other placement conditions	Optional field, use if there are court-ordered conditions (i.e., limited to mother's residential treatment location, supervision required for parent/child contact by caregiver, etc.)
[15] Date of TPR	Date of termination of the parental rights, found in the Termination court order
Compliance with dispositional plan, Child's status and Parents' status sections	
[20] Current services	Current court-ordered services, found in the Order of Dependency or last Review order. See [22] .
[21] Parties' compliance with ordered services	Compliance information typically comes from DSHS discovery and case file updates, the CASA's own research and the parents' attorneys. To consider: <ul style="list-style-type: none"> Have DSHS and the other parties followed court orders regarding the child's placement and services? Has DSHS provided the necessary referrals and resources toward the parties' court-ordered services and visitation? If concerns, contact your CASA Supervisor promptly. Have the parents followed court orders in participating in their ordered services and visitation? <i>*Compliance choices are: yes mostly partial mostly not no</i>
[22] Incarcerated parent	If a parent is incarcerated, the law now requires that the Dependency plan include: <ol style="list-style-type: none"> How the parent will participate in case and permanency planning meetings, and Include treatment available at the confinement facility, and Provide for visitation opportunities unless not in the child's best interests.
[23] If child legally free for 6 months	When a child has been legally free for 6 months, law requires that the child be assigned an attorney.

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[26] Child's status (applies to Shelter Care reports only)	If the Dependency case remains in "shelter care" status 6 months after the Dependency Petition was filed (i.e., dependency not yet established), then: <ol style="list-style-type: none"> 1. Replace the "InsertChildStatusHere" line with the table found in the CASA Review Report template/ Child's status section, using copy/paste. 2. And delete the "Child's expressed wishes row below (because it's in the copied/pasted table).
[27] Expressed wishes	The CASA is required to ask the child about their wishes regarding matters before the court – affecting the child's placement, services or familial relationships -- and give the court a reporting of the inquiry. <i>This should be done in a manner appropriate for, and sensitive to, the child's age and developmental status.</i> Contact your CASA Supervisor for age-appropriate guidelines on making this inquiry.
[28] Parents' status	Potential areas to consider including are: the parent's current lifestyle, their level of contact with you, their efforts toward visitation and stabilizing/improving their life (i.e., treatment programs, housing, parenting classes). Anything else you want the court to know?
Recommendations sections	
[30] Parents' overall compliance and progress	What do you recommend as each parent's overall compliance level based on the parent's individual compliance with court-ordered services during the review period? What is your recommendation as to each parent's overall progress level on addressing court-found deficiencies, on being a suitable parent for the child, during the review period? <i>*Compliance choices are: yes mostly partial mostly not no</i>
[31] Establish dependency?	Yes means you recommend that the legal case remains open; the child becomes a "dependent" of the state, remains in DSHS care/supervision and a dispositional plan is ordered , which includes services for the parents, and sometimes the child. No means you recommend dismissal of the legal case, return of the child home, and the end of DSHS and court involvement. If "no" is your recommendation, contact your CASA Supervisor promptly.
[32] Terminate parental rights?	Yes means you support terminating parental rights, resulting in the child becoming "legally free" No means you recommend dismissal of the termination legal case; the Dependency case remains.
[34] Other CASA recommendations?	Enter your other recommendations here, considering the following: For minor and uncontested issues, some commissioners/judges are sometimes flexible in considering these informally raised CASA recommendations. If your recommendation is potentially contested, the court requires that formal motion (and CASA report) be filed in advance. If DSHS compliance issues noted in the Compliance section above, consider if a recommended finding should be included here. If unsure, contact your CASA Supervisor.
Other sections	
[40] Trial (fact finding) dates	Scheduled trial date is when the trial enters the court scheduling "queue", awaiting specific assignment to a judge, and time in the queue varies for a variety of reasons (backlog, court and parties' availability, etc.). Brokerage date is when the trial is assigned a courtroom and provided a "start" date. Actual date may differ for the same variety of reasons.
[50] Records reviewed, date last received discovery/updates	Enter records you reviewed during review period (i.e., discovery provided by AAG, DSHS case file updates, medical reports, assessments, treatment records, visit reports, school records, IEP, CASA file, or "not applicable"). <i>If problems getting timely DSHS case file updates, contact your CASA Supervisor.</i>
[51] People contacted	Enter the peoples' names and their relationship to the child that you contacted during research of the matter before the court (i.e., daycare/school staff, treatment providers, visitation provider, relatives.) For privacy sake, be cautious when using last names. <i>Use your favorite MS Word method to add more people to the table.</i>
[60] If child is 12 or older and without attorney	Immediately after the child turns 12 (or the Dependency Petition is filed for a child 12 or older), the CASA is required to: <ol style="list-style-type: none"> 1. Notify the child of right to their own attorney, and 2. Ask the child if they want their own attorney, and 3. For the next Review hearing, report the inquiry to the court. 4. Repeat prior to all future court hearings until the child is assigned an attorney, discharge of the CASA, or dismissal of the Dependency case.